

MINUTES OF THE MANAWATU BADMINTON ASSOCIATION BOARD MEETING
HELD ON 27TH JANUARY 2019

At Sport Manawatu office, Queen St, Palmerston North

Meeting opened at 1:06pm

Present: Janice, Jessica, Sandra, Josh, James (Treasurer, Secretary and Staff)
David, Simon, Sujay, Callum (Board)

Agenda needs to be sent at least 48 hours before the meeting

Meetings will be Mondays at 7pm every month. Will either be the 2nd or 3rd Monday

Janice to get David to receive BNZ emails

All reports are in to the General Manager by the Wednesday and to the board 24 hours later before a meeting.

Material needs to be sent out Friday at the latest before a meeting.

Need to have hard copies of the minutes and the accounts to approve for David to sign.

Minutes need to be done a week after the meeting and emailed out to everyone

Minutes from Previous Meeting

Read and agreed these were a true and accurate record of the meeting

Moved: Simon

Seconded: Sujay

Operational report: Sandra

- No different to the calendar of the year
- Good news about James visa came through till Feb 2020
- James handover tomorrow
- Sandra finishes on the 5th Feb
- Need to sort drop box out – Sandra and James to look at this
- Everything relevant to board will be in there
- Janice's Xtra email account only
- Sandra/James to set a document up if contact details for everyone
- Sandra to contact Bruce to change administrator on Drop Box
- Change minutes slightly to make them publicly available

- **Player Pathway vision: Josh**

- o Currently shuttle time is juniors first time experience
- o They can then go to clubs, school holiday programs
- o Missing 5-10 years old

- Vision is to capture age group somehow by a couple of ways
 - Getting clubs involved 30min coaching session is an example of how this could be done
 - Only club that could really get involved is Rainbow Junior
 - Shuttletime coaching workshop attended by Josh and James
 - A lot of feedback from parents to continue
 - Rainbow could become more align with Shuttletime program
 - Guidance around marketing/communications and where Josh should use his time is what Josh wants from the board
 - Costs greater for hall hire could be a possibility
 - \$13,000 already been approved for Shuttletime
 - Eventually to try and get junior coaches from Shuttletime

- **Manawatu Badminton Week**
 - Applied to KiwiSports small fund only allow up to \$5,000
 - One was Manawatu Badminton Week which would happen the week leading up to the Manawatu Open in March.
 - KiwiSports want more children involved
 - The target would be children who haven't played anywhere apart from school's competition
 - Most of the PNBC Junior Club are stronger rep players so new players turned off attending that club
 - Money would be spent on coaching from Josh, shuttles, hall hire and new racquets
 - Applied for 6 sessions of coaching time 60min sessions
 - Middle of march -Let's make a racquet –Manawatu Badminton Week
 - Idea behind it would be to get more players at club levels
 - Starting on the Friday would be the Manawatu Open and the people participating in Manawatu Badminton Week would be welcome to spectate
 - Location of the event would mostly be in PNINS or the Arena
 - Hope to get people in Funminton or business league – similar to Thursday Night Badminton League
 - The radio would be the biggest marketer- cost is \$1400 would be promoted approximately 100 times.
 - Idea behind this is to get as many people as possible involved in badminton regardless of age
 - The main thing is getting funding for the radio advertising
 - Manawatu badminton needs to make the Manawatu Open more professional if this is going to go ahead
 - Need to think about the way it's advertised with words etc.
 - Told in a coming week about the disruption in the arena 7 courts out of the 25 courts will be out of action
 - Arena got flooded in December which affects Thursday night league courts
 - Some bookings might be gone because other events will get shifted into our hall
 - Mainly disrupt junior events because we have it full and use all 25 courts

- **Financial Reports (Janice)**

- Balance Sheet as at 31st January 2019
 - \$5,182 in the Cheque Account
 - \$11,235 in the Call account
 - Accounts Receivable: \$4,491
 - Total Assets: \$138,068
 - Total Liabilities: \$20,923
 - Total Equity: \$117,145
 - Currently have one bill to pay for \$432 for player levy's for tournament we held
- Profit and Loss as at 31st January 2019
 - Total Income: \$1,214
 - Gross Profit: \$1,214
 - Total Operating Expenses: \$3,478
 - Net Profit: -\$2,263
 - Only cost centre to make money is Thursday Night League
 - But being early on in the year this will change throughout

Accounts to be paid:

- Special General Meeting drinks – needs a policy around the use of the visa card due to this
- Usually use for sundry's and petrol but need a policy to state this
- Keep copy of bills to pay and get them signed by David.

Read and agreed that these expenses are ok to pay.

Moved: Janice

Seconded: Callum

- **Roles as approved last year:**

- MBA sub committees report to the board once a year (AGM)
- Code of behaviour template – to look at next meeting
- Send the template out as a document not a link
- James to send Secretary stuff on the Thursday before the meeting for the secretary to forward on to everyone.
- Adopting and inducting the board role and sub committees at next meeting

- **Organisation chart:**

- Made some communication with potential finance person email sent on Thursday
- Wait till we hear back will follow back in a week's time.
- Accounts need to be prepared by an accountant
- HR/Workforce Director – David
- Business Strategy – Callum
- Policy/Legal – Simon
- Next meeting these people to outline what they think they are doing in these roles
- President is a figure head will be at opening at teams champs, attends meeting on behalf of Manawatu Badminton with Badminton New Zealand, is liaison between Manawatu Badminton Association and Badminton New Zealand
- Finance
 - Sit under Janice in the meantime
- JDC

- FU is Convenor
- Ian is Treasurer
- Policy working group
 - Sit under Simon Allan
- All subcommittees will report through James
- Get James at next meeting to establish and present KPI's
- Will do a 40min workshop on strategy everyone on board
- Callum to do a proposal for strategy session no more than 3 KPI's to make it short

- **AGM 2019**

- 25th February starting at 7pm downstairs in Sport Manawatu
- Service Awards need to nominate people
 - **Manawatu Badminton Volunteer Service Award:**
 - This award is to be presented annually to an affiliated member of the MBA who has given up his/her time to better the game in the Manawatu.
 - Nominated: _____ Seconded: _____
 - **Volunteer Coach Award:**
 - This award is presented annually to an affiliated member of the MBA who is giving up their time actively coaching teams and/or players within Badminton Manawatu and possibly higher levels.
 - Nominated: _____ Seconded: _____
 - Stevenson Trophy:
 - Donated by Ivan Stevenson who was made a life member of the MBA in 1996. The trophy is presented annually to an affiliated member of the MBA who has striven to improve personal results, contributed to their team's performance & in addition been reliable and co-operative.
 - Recipient: William Feasey
 - Nominated: Janice _____ Seconded: Sujay
 - Springfield Cup:
 - Donated by L Gloyn of Springfield's, RD 3 Palmerston North in 1970. Presented to a member of the top division team who showed the most co-operation & determination.
 - Recipient: Junius Ong
 - Nominated: josh _____ seconded David
- Just have the affiliation fees as an issue but don't go into detail this year
- Keep it that all players must join a badminton club this year to play Manawatu Reps
- Submit the same info as the agenda last year
- All rep players need to send a receipt to Manawatu Badminton Association as proof of membership to a club

- **BNZ Athletes Commission**

- Can't nominate a player due to the fact that have to play at Oceania's this year.

- **Senior Representatives:**

- Haven't heard about entering a second master's team
- Because now have enough women and men to have a second team

- Need to ask all masters rep players if this is viable
- If do put it in they will be playing 4 weekends in the northern region
- Leave it up to general manager to decide.

- **BNZ AGM**

- In Auckland awards at night, AGM in the day
- Janice to attend and possibly James
- See the information shortly
- Janice to book a flight to attend
- Nominations forms to go to Janice and her to pass on
- Discuss this further on email
- BNZ AGM on agenda for next meeting

- **Other Matters:**

Funding for juniors for \$28,000 to cover hall hire

Moved: David

Seconded: Simon

David to purchase flowers to give to Sandra to wish her all the best with motherhood.

Meeting Closed: 3:57pm

Next Meeting: 11th March 7pm

To Discuss Next Meeting:

- Visions Strategy
- Finance Board Member
- Sponsorship
- Policy around the Visa Card – what can this be used for?
- Code of Behaviour template
- Adopting and inducting the board role and sub committees
- Outline of the following roles:
 - o HR/Workforce Director – to be done by David
 - o Business Strategy – to be done by Callum
 - o Policy/Legal – to be done by Simon
- Establish and present KPI's – to be done by James
- 40min workshop on strategy
- Proposal for strategy session no more than 3 KPI's – to be presented by Callum
- BNZ AGM – nominations and who is attending